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January 18, 2005

DMH LETTER NO.: 05-01

TO: LOCAL MENTAL HEALTH DIRECTORS  
LOCAL MENTAL HEALTH PROGRAM CHIEFS  
LOCAL MENTAL HEALTH ADMINISTRATORS  
COUNTY ADMINISTRATIVE OFFICERS  
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: COUNTY FUNDING REQUEST FOR MENTAL HEALTH  
SERVICES ACT (MHSA) COMMUNITY PROGRAM PLANNING

REFERENCE: Implementation of MHSA, Welfare and Institutions Code (WIC)  
Sections 5847, 5848, and 5892

## **Introduction**

In November 2004, California voters approved Ballot Proposition 63 and the Mental Health Services Act (MHSA) became state law effective January 1, 2005. The materials in this Policy Letter provide information and required documents for counties to develop and submit a Funding Request for MHSA Community Program Planning.<sup>1</sup>

## **Components and Implementation Timeframes for the MHSA**

The MHSA is a unique opportunity to transform the California community mental health system. It provides funding for six broad components of new or expanded activities and services:

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<sup>1</sup> In this and future DMH MHSA-related Policy Letters and communications, Community Program Planning means local planning required in WIC Sections 5848 and 5892(c). This change in terminology will differentiate MHSA Community Program Planning from already existing stakeholder process(es) at the county level.

1. Community Program Planning
2. Community Services and Supports (System of Care Services)<sup>2</sup> for:
  - a) Children
  - b) Youth, including Transition Age
  - c) Adults
  - d) Older Adults
3. Capital Facilities and Technology
4. Education and Training Programs
5. Prevention and Early Intervention Programs
6. Innovative Programs

In fiscal year 2004/05, the MHSA provides funding for Community Program Planning in WIC Section 5892.

### **County Funding Requests for Community Program Planning**

Counties must submit a Funding Request to Department of Mental Health (DMH) to receive MHSA funding to develop Community Program Planning. This Policy Letter includes the following items:

<b>ATTACHMENT</b>	<b>TITLE</b>
<b>A</b>	Required Contents for County Funding Request for Community Program Planning, including Exhibit A-1
<b>B</b>	Requirements for MHSA Funding for Community Program Planning, including Exhibit B-1
<b>C</b>	Proposed Community Program Planning Budget Instructions and Worksheet

The deadline for submittal of all county Funding Requests is **March 15, 2005**. As a convenience for those counties with Funding Requests that are completed sooner, DMH will

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<sup>2</sup> In this and future DMH MHSA Policy Letters and communications, Community Services and Supports means "System of Care Services" as required by the MHSA in WIC Sections 5813.5 and 5878.1-3. This change in terminology will differentiate MHSA Community Supports and Services from existing and previously existing System of Care programs funded at the federal, state and local levels.

review, starting February 15, 2005, any Funding Requests received by that date. Counties can expect DMH approval or disapproval within thirty days of either of the above dates.

### **MHSA Community Services and Supports Component**

The purpose of Community Program Planning is to provide a structure and process counties can use, in partnership with their stakeholders, in determining how best to utilize funds that will become available for the MHSA Community Services and Supports component. Draft plan requirements for Community Services and Supports are being developed. DMH timelines call for these requirements to be available for stakeholder review and comment by mid-February, 2005. DMH realizes it is asking counties and communities to develop Community Program Planning with partial knowledge of the scope of the Community Services and Supports plan itself. However, counties can begin assessing unmet mental health needs and the impact of those needs on their communities while the details of the draft requirements for Community Services and Supports plan are finalized.

### **Evaluation of Funding Requests**

DMH understands that as the Community Program Planning process develops, outreach to other stakeholders may be required, beyond those initially envisioned and described in the original Funding Request. The comprehensiveness of the overall planning process will be assessed by DMH when the county Community Services and Supports plan is submitted.

DMH expects the Funding Request narrative to be eight to ten pages in length. Counties **must** include enough details of their proposed activities to allow reviewers to determine if the county's proposed Community Program Planning:

- Reflects the scope of the MHSA;
- Is complete and responsive to DMH Letter 05-01 requirements; and
- Describes reasonable county planning activities in light of the funding requested.

Funding Requests must be submitted by the county mental health department, using the Face Sheet shown in Exhibit A-1.

If you have questions or need additional information, please contact your county contract manager in the DMH County Operations Section. See enclosure "County Operations North and South Regional Listing" for County Operations contact information.

Sincerely,

ORIGINAL SIGNED BY

STEPHEN W. MAYBERG. Ph.D.  
Director

Enclosures

cc: California Mental Health Planning Council  
Chiefs, County Operations Sections